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James A. Carder
Director
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MEMORANDUM

TO: State Agencies
FROM: OA/Accounting
DATE: November 26, 2003
RE: SAMII Financial Vendor Types

The Office of Administration (OA) is eliminating the following vendor types:

GG-Governmental Entity/General Mailing Address
GP-Governmental Entity/Payment Address
OT-Other
VP-Vendor/Payment Address

OA will also change all vendor records currently with a **GG**, **GP**, **OT**, or **VP** vendor type to **VG**-Vendor/General Mailing Address thirty (30) days from the date of this notice or as soon as possible after the 30 days. These vendor records will join the **VG** vendor records currently on the Online Bidding (OLB) website (www.moolb.state.mo.us). This website allows a vendor to register and maintain his/her State of Missouri vendor record with only a few exceptions. The exceptions are for a vendor name change, federal tax ID correction, or a vendor record deletion which a vendor is not permitted to make on the OLB website. State agencies must request vendor file updates for these exceptions.

When these **VG** records appear on the OLB website, state agencies can transfer the responsibility for the maintenance of the **VG** vendor records from the state agency to the vendors when it is not one of the exceptions listed in the above paragraph.

This change does not prohibit a state agency from submitting a request to OA/Accounting to set up or update a **VG** vendor record following the existing statewide vendor file procedures.

The following will remain valid vendor types:

DV-Vendor Code to be Deleted

GI-Interagency Billing Vendors (State Agency Numbers with an I or E prefix)

MS-Miscellaneous Vendor Code

SE-State Employees

VG-Vendor/General Mailing Address

DV, **GI**, **MS**, and **SE** vendor type records are currently not and will not be on the OLB website. State agencies must submit the SAMII Financial vendor file add, change, or delete request for these vendor types to OA/Accounting following the existing statewide vendor file procedures.

Vendor adds from vendors submitted through the OLB website are automatically assigned a vendor type of **VG**.

State agencies must use a vendor type of **GI**, **MS**, **SE**, or **VG** on all vendor file requests submitted to OA/Accounting. OA/Accounting will set the vendor type to **DV** when a delete request is submitted by a state agency and approved for deletion.

The OLB website instructions currently state that vendors cannot use the website to enter payment addresses. OA will update this wording to instruct the vendors that they can add and update payment addresses through the OLB website.

OA will notify state agencies through the SAMIIFIN distribution list when the above changes are made in the SAMII Financial vendor file and on the OLB website so that state agencies can begin asking vendors to utilize the OLB website to update their vendor record.

If you have any questions or concerns, please contact your Agency Customer Service Coordinator (ACSC). If needed, your ACSC will contact OA/Accounting ACSC desk for assistance.